Guidelines for Presentations that will be Recorded

This event will be streamed for Knowledge Casting to distributed remote audiences. It will also be recorded to provide an electronic proceedings package for reference. Based on historical broadcasting experience, the following is offered to assist presenters in preparing the most effective delivery possible.

Presentation Content & Structure Reminders

- *Each presentation should have a complete title slide including topical title (include the point of the presentation), the presenter's name and position title, any qualifying credentials to assist the audience in accepting the content, along with the date and event notice.*

- *Each presentation should begin with a topical agenda outlining the presentation flow and summarizing its essential value to guide the audience's expectations.*

- *Each slide should be individually titled and numbered to assist in referencing and Q&A.*

- *Presenters should include a Q&A slide (if appropriate) and contact information slide at the end All questions and interruptions should be deferred to that portion of the presentation. In tightly-scheduled events, this is a very common presentation killer.*

Software/Technical Considerations

- *The windows platform is the normal presentation environment giving the best opportunity for transportability to presentations. Using PowerPoint® and Windows Media Player® will ensure reliability when content is moved from system to system.*

- *Embed fonts and optimize images and graphics for screen presentation. If specialty fonts and bullets are not embedded they will not present on other computers or projectors.*

- *Remember the 6x6 rule. Six points per slide with concepts summarized to 6 words. Fonts should be sans serif, no smaller than 14 point. Limit font styles: title, text, labels. Upper and lower case type reads easier with normal capitalization for content.*

- *Properly placed graphics and animations are encouraged where they contribute to communication clarity. Overdoing it is a distraction.*

- *Charts and graphs with clear XY labeling are better than tables to communicate statistical information.*

- *One of the most common errors for presenters is to copy files to portable media and forget to copy associated media clips.*

- *All presentations will be tested prior to copying to the presentation hardware. Please provide both an electronic and printed copy 48 hours prior to the event start.*

- *Presenters must have content appropriately reviewed for public release and sign release waivers (form attached for convenience).*

- *Use the attached detailed check list to further allow us to assist you in guaranteeing your presentation success.*

Cementitious Workshop Speaker Presentation Checklist

Presenter's Name _____ **Arrival Date** _____

Company _____

Presentation Title _____

Presentation Date _____

Platform

☐ Windows2000
☐ WindowsXP
☐ Other...

_____
_____
_____
_____

Software

☐ PowerPoint - Office 2003
☐ PowerPoint - Office XP
☐ Other...

_____
_____
_____
_____

Media Clips

☐ WMV
☐ AVI
☐ Other...

_____
_____

Will your clips work in 640x480 screen resolution?

Presentation Prep Checklist

☐ Title Slide
☐ Topical Agenda Slide
☐ Q&A Slide
☐ Numbered Slides
☐ Standard Fonts

Speaker Checklist

☐ Signed Waiver (permission to publish & record)
☐ Bio & Photo Submitted
☐ Hard Copy of Presentation (for audio/visual staff)

Other Presentation Requirements

☐ Easel with pad
☐ Whiteboard
☐ Internet Connection
☐ Poster Display Table
☐ Copies of Handouts
☐ Overhead Projector
☐ Other...

_____
_____
_____
_____

Presentation Submission

SRS will provide the presentation computer for the conference: Windows2000 with PowerPoint, Excel, Word, PDF Reader, Windows Media Player, Quicktime Player, digital projector, and Internet Explorer. The screen resolution will be set to 640x480 to achieve optimal screen recording. All speakers will be using microphones for optimal audio recording. To achieve best results, submit your presentation to audio/visual staff prior to speaking to ensure that your files open properly. (At least 48 hours before is preffered.)

☐ Email
☐ USB Thumbdrive
☐ CD-ROM
☐ Other... _____

Audio/Visual Staff:
Kaye Atkins, WSRC
Email: kaye.atkins@srs.gov
Pager: (803) 725-7243, #11890

Washington Savannah River Company

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Description of Information (Presentation Title):

Acknowledged and Agreed to by:

Name (printed) _____

Mailing Address _____

_____

_____

Signature _____ Date _____